

State of New Mexico
 Voucher Batch Report
 BusinessUnit 66500 Department of Health
 Vouchers with Final Agency Approval But Not Yet Reviewed/Approved By DFA/FCD
 AsOfDate 12/27/2012
 Voucher Vchr VchrLineDescr

00000042248 1.2.12

Number	Line	Line#	Description	Fund	VendorName	Withhold	Accounting Period	PurchaseOrder Invoice Number	Total Amount
00319776	1	1	I/S Meals & Lodging	542200	Employee I/S Meals & L	06101	NASH GAYLE-001	2013 12 0000096497 Nash, G. 12.10-1	570.00
Total For Voucher									570.00

JM

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit:	66500	Invoice Number:	Nash, G. 12.10-12.14.12
Voucher ID:	00319776	Invoice Date:	12/19/2012
Voucher Style:	Regular	Total:	570.00
Vendor:	NASH, GAYLE C 1190 ST FRANCIS DR N 4100 SANTA FE, NM 87502	*Pay Terms:	Pay Now <input type="checkbox"/> Schedule Payments <input type="checkbox"/>

Payment Information

Scheduled Payment: 1

*Remit to: 0000099443 

Location: 001 

*Address: 1 

NASH, GAYLE C
1190 ST FRANCIS DR N 4100
SANTA FE, NM 87502

Gross Amount: 570.00 USD

Discount: 0.00 USD ☐ Discount Denied

Late Charge

Scheduled Due: 12/19/2012 

Net Due: 12/19/2012

Discount Due:

Accounting Date:

Payment Method

*Bank: WFB10

*Account: B

*Method: ACH ACH

Message:

Message will appear on remittance advice.

Pay Group:

*Handling: RE 

*Netting: N 

Messages

Find | View All | First  1 of 1  Last  

Summary **Invoice Information** **Payments** **Voucher Attributes** **Error Summary**

Business Unit: 66500 Invoice Number: Nash, G. 12.10-12.14.12
Voucher ID: 00319776 Invoice Date: 12/19/2012
Voucher Style: Regular Total: 570.00

Voucher Processing

☒ Post Voucher ☐ Close Voucher
☒ Revalue Voucher ☐ Delete Voucher

Accounting Instructions

*Accounting Template: STANDARD  Account At: Gross 

Match Action

*Status: Ready 
☐ Pay UnMatched Voucher

Transaction Currency

*Source: Tables  *Currency: USD  Rate Type: CRRNT  Exchange Rate: 1.00000000

Voucher Approval

*Approval: Specify at this Level  Business Process: PROCESS_VOUCHERS 
Approval Rule Set: Payment Approval Rule Set 1 

Self Billing Invoice

*SBI Num Option: Group Vouchers (Auto-Nur  SBI Number: 

Prepayment

Prepayment Reference:  ☐ Automatically Apply Prepayment ☐ Postpone Withholding

Letter of Credit

Letter of Credit ID: 

Tax Group

Saved

STATE OF NEW MEXICO
ITEMIZED SCHEDULE
OF TRAVEL EXPENSES

	AGENCY
	VOUCHER NUMBER

CODE	66500	00519776
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[illegible]

**New Mexico Department of Health
Travel and Training Request Form**

Employee Information	Employee Name:	Gayle Nash	Position:	CNO
	Department ID and Fund:	6001001000	Telephone:	505-690-1065
	Post of Duty:	Las Cruces	Residence:	Las Cruces

Please indicate if traveler is a non-employee and use Object Code 547900 on vouchers.

Vehicle Information	<input checked="" type="checkbox"/> Check if state vehicle	<input type="checkbox"/> Check if personal vehicle	License #:	001768-SG
	Year: 2011	Make: Nissan	Model:	Altima

Trip/Training Information	Please provide agendas, itineraries and any relevant documents.			
	Course Name:	Meeting with Cabinet Secretary in Santa Fe.		
	<input checked="" type="checkbox"/> Check if training is required	<input type="checkbox"/> Check if Continuing Education credits will be granted		

Travel Information	Date of Request:	12/07/12	Destination:	Santa Fe						
	Departure Date: (month/day/yr)	12/10/12	Time:	06:00	AM	Return Date: (month/day/yr)	12/14/12	Time:	06:30	PM
	<input checked="" type="checkbox"/> In-State <input type="checkbox"/> Out-of-State <input type="checkbox"/> Training <input type="checkbox"/> Time Only <input type="checkbox"/> *Actuals <input type="checkbox"/> No cost to State/Paid By:									

* If actuals are requested: Expenses will only be reimbursed by providing original and valid receipts and by meeting the justification for actuals. Receipts and justifications must be submitted with the payment voucher. If the trip is being paid in part by another entity, you must claim actuals. A justification for actuals must be accompanied by cost comparison for hotels, taxi/shuttles, etc.

546700: Subscription/Annual Dues		542100: In-State Mileage:	@ .41 per mile	\$ 0.00
546800: Registration – Employee		542200: In-State Per Diem:	@ \$85/day	\$ 0.00
546800: Registration – Vendor		Santa Fe Only:	4 @ \$135/day	\$ 540.00
549600: Airline Cost – Vendor		549700: Out-of-State Per Diem:	@ \$115/day	\$ 0.00
Airline Cost – Employee		Actuals:	@ /day	\$ 0.00
Baggage Fee		With meals:	@ \$45/day	\$ 0.00
Shuttle Fee		Partial day:	@ \$12/2-6 hrs	\$ 0.00
Taxi Fee		Partial day:	@ \$20/6-12 hrs	\$ 0.00
Parking Fee		Partial day:	1 @ \$30/12 or more hrs	\$ 30.00
Mileage @ .41 per mile	\$ 0.00	Total reimbursement to employee		\$ 570.00
Miscellaneous Expense: days @ \$6 per day	\$ 0.00	Total cost of trip		\$ 570.00
Car Rental: days @ per day	\$ 0.00			

I, the undersigned, acknowledge by my signature that I am aware that reimbursement for actual expenses will be allowed only upon presentation of original, valid receipts with the payment voucher, that reimbursement will be according to the current DFA travel rates and that final approval of expenses for reimbursement depends on budgetary sufficiency.

<u>Gayle Nash</u> Employee Signature	<u>12-10-2012</u> Date	_____ Supervisor/Bureau Chief Signature	_____ Date
_____ Division Director/Hospital Administrator (As per specific division requirements)	_____ Date	<u>BC Marshall</u> Cabinet Secretary Signature (To be obtained for Division Directors' requests and when Division Directors are not available to sign approval.)	<u>12/12/12</u> Date